

17 NOV 1977

DD/A 77-6064

MEMORANDUM FOR : ALL DDA OFFICES AND STAFFS


FROM : Michael J. Malanick
Acting Deputy Director
for Administration

SUBJECT : 1977 Christmas Parties

1. Agency components desiring to have office gatherings in connection with the Christmas season should plan to have such events on Monday, 19 December, or Wednesday, 21 December 1977. Such gatherings should be restricted to the hours of 3PM to 6PM.

2. Office Directors or their deputies, or if not possible, a senior officer, are expected to be present during the entire gathering.

STATINTL


Michael J. Malanick

Distribution:

D/OC
✓ D/ODP
D/OF
D/OL
D/OMS
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D/OS
D/OTR
C/MAS
SSA/DDA
CMO
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AI/DDA
IPS
ISAS
RAB
RRB
MPB
HS
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